

**EMPLOYMENT OPPORTUNITY
CITY OF MARIETTA
PERSONNEL DEPARTMENT**

**205 LAWRENCE STREET, MARIETTA, GA 30061
AN EQUAL OPPORTUNITY EMPLOYER
24-HOUR JOB LINE (770) 794-5571
Web Site: www.mariettaga.gov**

JOB TITLE: SMALL ENGINE MECHANIC

JOB NUMBER: 04-127

DEPARTMENT: PUBLIC WORKS

SALARY RANGE: Grade: 534-A

Entry Level: \$12.59/hour

Market Level: \$13.27/hour

ESSENTIAL JOB FUNCTIONS:

1. Repairs and services all small engine and power tools including lawn mowers, weed eaters, chain saws, leaf blowers, hedge trimmers and other related equipment.
2. Maintains an updated maintenance schedule of all power equipment to include keeping a record of the location or assignment of all equipment and documenting the maintenance and repair history of all equipment. Services all equipment according to maintenance requirements.
3. Works with supervisory management to prioritize repair schedule based on urgency of need. Provides repair turn around time of any particular item to management. Notifies management of repair or parts problems delaying normal repair time schedules. Coordinates parts shipments with manufacturer.
4. Keeps updated with new equipment. Keeps manufacturer service manuals and contact numbers for reference.
5. Orders small engine parts as needed and maintains a small inventory of regularly replaced parts such as saw blades, weedeater line, motor oil, filters, etc.
6. Provides recommendations to the Director when purchasing new equipment. Makes recommendations to Director for annual budget for tool replacement or anticipated parts costs for the new fiscal year.
7. Coordinates available power equipment with Department Supervisors to accommodate down time of equipment under repair.
8. Maintains a well-organized and clean shop area.
9. Advises department employees on various safety precautions required for all power equipment. Keeps informed of safety procedures according to manufacturers' manual.

**CITY OF MARIETTA
MARIETTA POWER & MARIETTA WATER**

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QUALIFICATIONS:

- High School diploma or GED and at least four years experience repairing and servicing a variety of small engines. Prefer experience in a similar operation working on a variety of small engine equipment.
- Ability to read and understand various manufacturers' manuals and diagrams.
- Ability to operate a PC to retrieve manufacturers' manuals, order parts and keep updated service records.
- Ability to maintain updated service records.
- Must be able to speak, listen, and understand all department personnel to determine repair problems.
- Must have a valid Georgia driver's license and a satisfactory seven-year driving history to include no DUI's in the last three years.
- Must be in good physical condition and have the ability to pass a physical exam at time of hire.

POST-OFFER

REQUIREMENTS: PHYSICAL EXAMINATION

DRUG SCREEN

VALID GEORGIA DRIVER'S LICENSE

**SATISFACTORY 7-YEAR DRIVING HISTORY, TO INCLUDE NO
DUI'S IN THE LAST THREE YEARS**

APPLICATION DEADLINE:

OPEN UNTIL FILLED

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